

<b>Subject</b>		
<b>Automated License Plate Recognition (ALPR)</b>		
<b>Date of Issue</b>	<b>Effective Date</b>	<b>Expiration Date</b>
<b>March 1, 2018</b>	<b>March 1, 2018</b>	<b>N/A</b>
<b>PLEAC STANDARD Reference</b>		
<b>Amends</b>	<b>Rescinds</b>	
<b>All Previous Orders</b>		
<b>Index Words</b>		
<b>Distribution</b>		
<del>All Sworn members of the Kennett Square Police Department</del>		
	<b>KENNETT SQUARE POLICE DEPARTMENT</b> <b>115 N. Broad St. Kennett Square, PA. 19348</b>	
<b>GENERAL ORDER 2.17</b>		

## I. Purpose

The purpose of this written directive is to establish guidelines for the use, data retention and care of the Automated License Plate Recognition (ALPR) equipment installed in certain Kennett Square Police Department patrol vehicles.

## II. Policy

Due to its significant value as applicable to officer safety and the potential for evidence generated relevant to serious traffic and criminal offenses, it shall be the policy of the Kennett Square Police Department that all officers be trained in the operation of and, subsequently, employ the use of the (ALPR) when operating a police vehicle in which the (ALPR) is installed and functional.

## III. Procedures

A. Officers will be properly trained on the (ALPR) equipment installed in the police vehicle(s) and have an understanding of how it works. Reference manuals concerning the system(s) will be available to officers and initial training in the (ALPR) equipment will be conducted by a designated police officer or by a manufacturer's representative.

**B. Officer responsibilities**

1. As soon as is practical in the beginning of a shift or prior to use of a police vehicle equipped with an (ALPR), the officer shall ensure the (ALPR) is in proper working order. Any problems noted with the equipment shall be immediately reported to the Chief of Police or his/her designee.
2. (ALPR) use is mandatory for officers using a police vehicle equipped with a properly functioning (ALPR) during:
  - a. All normal patrol activities

**C. Guidelines for Use**

1. ALPR operators shall exercise safety when operating the ALPR system. They will pay careful attention to driving and will not use the ALPR system in any manner that would endanger or distract them.
2. Prior to deploying the ALPR, each user must ensure that the ALPR system has been updated with the current hot lists available.
3. When the ALPR system signals a match from the hot list, the officer must verify the information prior to initiating a traffic stop. ALPR alerts are not grounds for a traffic stop without verification of the alert.
4. The ALPR allows the user to pre-determine which alerts they will receive. Generally, all alerts should be selected. However, specific alerts may need to be selected or de-selected based the assigned officers responsibilities. The stolen vehicle, wanted person, missing person, gang, sexual offender, and or any alert related to a NCIC alert must be activated at all times.
5. Any use of the ALPR system that results in an apprehension of a wanted person, stolen vehicle or stolen tag shall be noted in the police reports related to the incident. In addition, the user shall record the disposition of the alert into the ALPR system.

**D. Supervisory responsibilities**

1. The Chief of Police shall ensure this policy is being adhered to by all officers and ensure members of the department are trained users of the (ALPR).
2. The Chief of Police will periodically review (ALPR) recordings originating from their assigned personnel to determine the (ALPR) is being used properly and identify any recordings suitable for training purposes.

**E. Data Security, Access, Storage, and Retention**

1. ALPR operation and access to the ALPR collected data shall be for official agency use only.
2. All requests for collected data should be submitted to the Chief of Police or his/her designee. The request will list the dates and times, reason for the request and data requested.
3. The PA License Plate Reader Recognition Network (PALPRN)
4. ALPR stored data will be retained for a period of one-(1) year, unless retained locally for use in a criminal investigation. ALPR data is retained within the Mobile Data Terminal for a period of thirty-(30) days.
5. Uploads are immediately sent to the cloud server, that is maintained by the PALPRN. The server maintains a complete audit trail of every tag searched, also, every keypress in the Mobile Data Terminal; ALPR is recorded and can be audited.
6. Data shall be disseminated and/or audited for the purpose of criminal investigations, prosecution, or investigative support as directed by the Chief of Police or his/her designee.

**1.4      Effective     March 1, 2018**



**By order of: William T. Holdsworth  
Chief of Police**

